
RONDA FONSECA
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- OBJECTIVE** **To obtain an accounting position that will utilize my current skills and proficiencies.**
- EDUCATION** **Graduate of Montrose High School, Montrose, CO 1973**
Front Range Community College, Associate of Arts 1999
Norwest Business Scholarship Award, 1995
- EXPERIENCE**
- 02/19 – Present** **Accounts Receivable Specialist**
Offen Petroleum LLC, 5100 East 78th Avenue, Commerce City CO 80022
Contact: Regina Wetch, Accounts Receivable Manager – 303-297-3835
Accounts Receivable, pricing and costing invoices before generating 100 invoices daily, calculating freight on invoices when needed, assisting with the process of transport clearing as needed. Filing when needed. Check report daily after invoicing to make sure there are not any losses on the invoices comparing cost to price.
- 09/14 – 10/15** **Accounting Associate**
NextFoods, Inc. , 5480 Valmont Road, Boulder, CO 80308
Contact: Barbara Keiger, Chief Financial Officer - 303-443-3631 ext. 103
Accounts receivable, accounts payable, month end close, collections, invoicing, credit memos, filing, reconciling customer accounts, EDI transactions for invoicing electronically, assist with deductions, maintaining customers account information in Quickbooks.
- 09/05 — 8/14** **Accounts Receivable Specialist**
White Wave Foods, Inc., 12002 Airport Way, Broomfield, CO 80021
Contact: Susanne Willey, Accounts Receivable Manager — 303-635-4441
Invoicing, applying deductions, credit memos, month end close, open order report, maintain billing due list, balancing intercompany, updating all Master Data information for customers, miscellaneous, milk & cream invoicing., maintaining third party orders.
- 03/05 — 08/05** **Customer Service Representative**
Abra Auto Body, Inc., 9100 Pierce Blvd., Westminster, CO 80021
Collecting & processing payments from customers, scheduling customers, 6 line phone system, writing estimates in Pathways.
- 05/02 — 12/04** **Accounts Receivable — TerHar Leasing Agent**
Sill TerHar Motors, TerHar Leasing, 150 Alter Street, Broomfield, CO 80020
Contact: Lisa White, Office Manager — 303-469-1801
Accounts receivable, assisted with payroll, invoicing, filing, bank deposits, reconciling accounts, certificates of insurance, posting parts invoices, balancing ford parts statements, assist with quarterly taxes, and monthly taxes, maintained all office equipment and postage machine.
- 07/00 — 04/02** **Accounts Payable Coordinator**
Rocky Mountain Consultants, Inc., 825 Delaware Avenue, Suite 500, Longmont, CO 80501
Contact: Gayle Meining, Chief Financial Officer — 303-772-5282 ext. 177
Accounts payable, accounts receivable, certificates of insurance, reconciled checking account, Bank deposits, invoicing.
- 03/98 — 07/00** **Office Manager**
Foothills Security System, Inc., 4699 Nautilus Court #306, Boulder, CO 80305
Contact: Rob Morgenthal, President, Owner — 303-530-4002
Office Manager, plan administrator & distributor of employee benefits, accounts payable, accounts

receivable, computed and issued payroll checks, check ledger disbursements, bank deposits, authorized to transfer funds on all accounts, all functions of office management.

SKILLS AND PROFICIENCIES

Bookworks Accounting Program

Macros

SAP Accounting Program

Excel

Great Plains Accounting Program

MEI (Interface to SAP for deductions department for clearing deductions)

EDI Transactions

Web Methods

Microsoft Word

Paychex/Paylink Payroll

Quickbooks Accounting Program

10 Key by Touch